

HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
October 26, 2015

Board members present: Kathy Americo, Cindy Neff, Michele Keefe, Jeffrey Schwartz, Ellen Roth, Agnes Leyden, Christine Puente, Charles Smith, Karen Rosen

Also present: Jill Davis, Director

Ms. Keefe called the meeting to order at 8:07pm.

The minutes of the September 28, 2015 meeting were approved on a **motion** made by Ms. Americo and seconded by Ms. Leyden; motion carried (8-0) with Ms. Rosen abstaining.

FINANCES - Mrs. Davis/Mr. Schwartz

- **Budget-to-Date**—Mrs. Davis reported that the first payment from the school district had been received, less the portion from Lafarge Corporation. That portion is expected by the beginning of November. The umbrella and package insurance was paid in full for 2016, as was the HVAC maintenance contract.
- **Treasurer's Report** - reviewed and accepted. A **motion** to move \$35,000 from Synchrony MMA (capital) to Wells Fargo Savings (capital) in order to stay within the FDIC insurance regulation was made by Mr. Schwartz and seconded by Ms. Neff; motion carried unanimously (9-0).
- **Miscellaneous Income Report** - reviewed and accepted.
- **Signature CD 10/7/15-** was rolled over at the same term and rate.

PUBLIC COMMENTS - none

OLD BUSINESS

- **Gates Capital-Bank Term Rates**
After review and discussion of the term sheets, TD Bank was chosen as the bank the Library would like to move forward with. Mrs. Davis will let our representatives from Gates Capital know that we would like to take the next steps with TD Bank to secure funding for the debt service refinancing and construction project. The second choice would be People's United Bank.
- **Planning Board Application-Rain Garden**
The initial application to the Planning Board of Town of Cortlandt for the proposed 1200 sq. ft. addition has been submitted and is on the November 5th, 2015 town PB meeting agenda. The submission included the plans for the addition, the installation of solar panels and the construction of an educational and environmentally friendly rain garden. Ms. Roth and Ms. Puente will join Mrs. Davis, Mrs. Kolesar and Mr. Lothrop at the meeting.

NEW BUSINESS

- **2016 Holidays and Board Meeting Dates**
A **motion** to approve the Holiday Closings for 2016 was made by Ms. Rosen and seconded by Ms. Roth; motion carried unanimously (9-0).
A **motion** to approve the Board Meeting Dates for 2016 was made by Ms. Leyden and seconded by Mr. Schwartz; motion carried unanimously (9-0).

- **990's/Financials for FY 2014-2015**
A **motion** to approve the 990's and Financial Statements with date amendment was made by Mr. Schwartz and seconded by Ms. Leyden; motion carried unanimously (9-0).
- **Request for New Trustees**
After discussion it was decided that no notice for additional board members would be included in the winter newsletter.
- **Nominating Committee**
Incoming Board President, Ms. Leyden and Mrs. Davis will make up the nominating committee for the 2016-2018 board officers. The only office that needs to be filled will be that of secretary.
- **Policy Manual Review**
The entire Policy Manual was reviewed by the policy committee and the following three recommendations were made:
 - The fund balance policy -change the number of months of operating expenses held in reserve from 3 to 4;
 - Bylaws-alter the Article VI to read that the bylaws may be amended by two-thirds of the total number of Trustees;
 - Community room use fees as follows:

1. GENERAL EVENTS FREE TO THE PUBLIC

Hendrick Hudson School District seminars are exempt from fees, except for personnel fees for use when the Library is closed, as described below.

- a. Sponsored or cosponsored by the Library: No Fee
- b. Presented by 501(C)3, not-for-profit organization up to two consecutive hours: No fee**
- c. Presented by business, professional, or other for-profit or not for profit organizations up to two consecutive hours: Fee - \$50**

** \$25 per hour or any part of an hour thereafter.

2. EVENTS FOR WHICH PROVIDERS CHARGE A PROGRAM FEE

- a. Fee - \$35 per hour or any part of an hour thereafter.

A **motion** to approve the revision to the Policy Manual as recommended by the committee was made by Mr. Schwartz and seconded by Ms. Roth; motion carried unanimously (9-0).

DIRECTOR'S REPORT- See attached

DEPARTMENT REPORTS - (January, May, September)-attached

CORRESPONDENCE

- Thank You from Jan Aiello, HHSD art teacher, for Library donation of extra mosaic tiles from community mosaic

OTHER

Meeting adjourned at 9:07 pm.

NEXT MEETING: Monday, November 23rd - 8:00 pm